

Who is responsible for the maintenance within your complex?

## BFP – Building Format Plan

Please note the following link to the Qld government's website that identifies and owners versus Body Corporate's responsibility within your complex. <https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/maintenance-and-improvements/building-format-plan-maintenance/>

### BODY CORPORATE MAINTENANCE

1. A Body Corporate can be a 'residential' or 'commercial' building that consists of multiple dwellings 'units' upon one allotment.
2. Our office (Australasian Body Corporate Management) is engaged as the Body Corporate Managers, representing all owners who own units within the Body Corporate to manage and coordinate all repair and maintenance matters.
3. Our office has authority to make some decisions on behalf of the Body Corporates and other times our office needs to obtain the Body Corporates approval, therefore quotations are to be sought before a work order issued.
4. Each Body Corporate has a group of owners who are elected to the Committee who represent the building/Body Corporate (generally there will be three owners upon each committee to each Body Corporate).
5. The Body Corporate is made up of two areas 'common property' & 'owners property'.
6. The Body Corporate must maintain the common property.
7. Usually the inside of a unit is the responsibility of the unit owner and the exterior of a unit known as common property is the responsibility of the Body Corporate.

### THE BODY CORPORATE IS RESPONSIBLE FOR MAINTAINING

- a. Lighting to the common property areas such as, basement car parks, foyers, lifts and gardens.
- b. Plumbing to the common property areas such as, water pipes located in common areas and sewer pipes located in common areas.
- c. Balcony railings or balustrades.
- d. Any doors or windows, and their fittings in a boundary wall between a lot and the common property (including garage doors and their fittings).
- e. Utility infrastructure (like equipment, pipes and wiring) that is on common property, or in a boundary structure, or services more than 1 lot.
- f. The outside of the building.
- g. The foundations and roof of the building.
- h. Essential structural elements of the building (like foundation structures, roofing structures that provide protection and load-bearing walls) even if they are not on common property roads, gardens and lawns on common property.
- i. Facilities on common property (like swimming pools and barbeques).
- j. Additionally, it has determined that the waterproofing membranes on balconies will also be the responsibility of the body corporate to maintain. (Costa D'Ora Apartments-Order. 0018-2006).

## THE UNIT OWNER IS RESPONSIBLE FOR MAINTAINING

- The inside of the unit, including all fixtures and fittings inside the unit, oven, dishwasher, range hood, microwave, taps, toilet, basin, bath, vanity, mirror, internal doors, light fittings, bathroom / laundry drains, laundry tubs, pest control of the interior of the unit.
- Doors and windows leading onto a balcony that forms part of the unit.
- A shower tray used by the lot, even if it is not within the boundaries of the lot.
- Utility infrastructure (like equipment, pipes and wiring) that is within the boundaries of the lot and only services that lot.
- Utility infrastructure (including equipment and associated wiring and pipes) that is on common property, if it only services that lot and is a hot water system, washing machine, clothes dryer, air-conditioner or similar equipment.
- Any fixtures or fittings, including on common property, that were installed by the occupier of a lot for their benefit.
- Exclusive use areas the owner has the benefit of, unless the exclusive use by-law says otherwise.

## THE DIAGRAM BELOW REPRESENTS A TYPICAL 2-STOREY BODY CORPORATE.

- It shows how common property and lots (units) may be drawn on a plan, and will assist you in determining what is 'common property' and 'owners property'.
- The boundaries of a lot (unit) are represented by hard black lines.
- The diagram of level A shows the common property surrounding the building and parts of the 4 lots (units) on level A.
- Plans can also show visitor parking spaces, carports or other features such as swimming pools. This common property and the lots together make up the scheme land.
- The diagram of level B shows the rest of the 4 lots (units) and a common property balcony running along the eastern (right) side of the building.
- The thin line around this balcony shows that it is outside the boundaries of the lots (units), so the balcony is on common property.
- Compare this to the hard black lines around the smaller balconies on the western (left side) of lots 2 and 3. This shows that these balconies are within the boundaries of lots 2 and 3.
- Where a balcony is included in a lot (as in lots 2 and 3 in the diagram of level B) the boundary of the lot is the face of the balcony.

